



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

REVISED

REVISED

OFFICE ASSISTANT (TYPING)

\$1,908 - \$2,465

Multiple Positions

FINANCIAL ANALYSIS DIVISION

300 S. Spring Street - Los Angeles

The Department of Insurance is seeking experienced employees to serve in a support capacity for the Financial Records Unit in the Financial Analysis Division - 2 (Property & Casualty Bureau).

RESPONSIBILITIES:

The candidate will perform a variety of general clerical duties including but not limited to: tracking and monitoring of insurance company financial statement filings; processing and typing of late filing notices and assessments; comparison of documents preparatory to the certification of financial statements, answering incoming telephone calls; maintaining and filing of financial records; photocopying and faxing; ordering and maintaining office supplies, and performing other duties as required. Position requires working with the public.

DESIRABLE QUALIFICATIONS:

Candidates should possess the ability to work independently; possess good interpersonal skills and communication skills - both verbal and written. Dependability, ability to follow directions, initiative, resourcefulness, good judgment, and the ability to work well under pressure and cooperatively with others is also essential. Knowledge of Microsoft Windows and Microsoft Office (Word, Excel, and Access) is preferred.

WHO MAY APPLY:

Applications will be accepted from current State employees at the Office Assistant level, those within transfer range, or individuals that have list eligibility. Training and Development Assignments may be considered for certain classifications only if necessitated for recruitment purposes. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

APPLICATION PROCEDURE:

Send a completed standard State of California application to Shari Yamamoto, Department of Insurance - Human Resources Management Bureau, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. ***Please indicate "OA (T), #363-1379-XXX" on the State application. A typing certificate is required for appointment to this position.*** For additional information, please call (916) 492-3418.

FINAL FILING DATE: **Until Filled**

NOTE: **Interested individuals, including list eligibles, must submit applications to be considered for this position.**

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD